

## VI-4 Labor Distribution-Timesheets

Timesheets provide a practical means of identifying and charging salaries and wages with precision when work activities vary each month, or when required by a funding source (e.g., Federal funds). Timesheet usage is an option in CALSTARS. Timesheet information is used to override the Home Base accounts in the Employee Master (EM) table.

For an agency to successfully use timesheets, agency management must support the effort and written procedures must be distributed to employees and supervisors. A suggested "Timesheet Handbook" is contained in Chapter VI-8. Agencies may request Chapter VI-8 and use it as a template for their own agency-specific handbook.

Through the use of timesheets, the CALSTARS labor distribution process accommodates:

- ✱ Full positive time reporting - All employees in a Payroll Reporting Unit (PRU) must record all their work and paid absence hours using timesheets.
- ✱ Negative time reporting - No timesheets are required unless an employee uses a different distribution than the EM Table distributions.
- ✱ Exception time reporting - Assign some of the hours differently on the timesheet, but designate the remainder to go to the EM Table Home Base accounts.

Indicators in the Labor Distribution Control (LC) Table and EM Table define the method and requirements for using timesheets.

Timesheets are retained in CALSTARS for four months after the end of the fiscal year. See the *Timesheet Purge* section at the end of this chapter for more details.

Within the labor distribution process, there is an adjustment process to correct erroneous personal service charges resulting from incorrect or tardy timesheets. Timesheet adjustments use a special form (optionally use the timesheet form) and screen for entering corrections to distributions made in error during initial timesheet processing. Adjustment Timesheets are discussed in Chapter VI-5.

This subchapter encompasses the three time reporting methods listed above and is organized to:

1. Describe preliminary steps required to use the timesheet process;
2. Describe the steps in the monthly timesheet process; and
3. Provide instructions for timesheet table maintenance

## PRELIMINARY STEPS REQUIRED TO USE THE TIMESHEET PROCESS

Before the timesheet process can be used, agencies must:

- ✪ Design and order their own timesheets; and
- ✪ Request (from CALSTARS) the activation of the ET2 (optional) report in the Report Request Selection Screen (Command **G.3**).

These are described below.

### Design and Order Timesheets

Agencies must develop and order their own timesheets. This may or may not include providing employees with pre-printed timesheets at the beginning of each month. CALSTARS provides an optional special printing feature which allows agencies to print specific information on agency designed timesheets each month. To use this feature, the timesheet must be designed to accommodate the print pattern provided by CALSTARS.

See Exhibit VI-4-1 for a sample timesheet. *Do not use the timesheet shown in Exhibit VI-4-1 as the timesheet template.* It has been reduced to fit the page. Therefore, the preprinted areas are not aligned properly.

When designing a timesheet, agencies should review the *Timesheet Table Maintenance* section later in this chapter and arrange the fields on the timesheet form to ease the data entry function.

Sufficient time must be provided to order and receive the stock of timesheets before implementing timesheet usage.

#### Special Pre-printing Option - ET2 Report

Agencies may request from CALSTARS that the ET2 Report on the Report Request Selection Screen (Command **G.3**) be activated for agency use. The ET2 is not actually a "report". Instead, it activates a special print routine that prints specific timesheet information in a specific pattern. Agencies then load their continuous form timesheets in the agency 8 ½" x11" output printer. Ten ET2 sample timesheets are automatically printed that display X's in the heading when the ET2 Report is printed. This is to assist the print alignment process prior to the actual timesheets which follow.

Each Timesheet is printed on a separate page. One page is printed for every EM Table record (each employee or group) that has a Time Sheet Flag code of **Y**. A timesheet is also printed if a timesheet was keyed for the employee or group in the prior month, even if the Time Sheet Flag code is not **Y**. Each preprinted timesheet contains, at a minimum, standard heading information. Additionally, at the agency's option, the accounting *classifications* charged on a previous month's timesheet may

also be included (see Program Level, **P = 2, 3 or 4**, below). The preprinted timesheets are sorted by the Timesheet Index Code (from the EM Table) and then using the following header data: Position number (if present) and Employee Number (SSAN).

The *Program* Level-of-Detail Indicator (**P**) in the Report Request Detail Screen is used to control the printing options in the ET2 Report. The options are:

- 1 - Print heading only;
- 2 - Print heading and body, *except for* Location and Multipurpose Code;
- 3 - Print heading and body, including Location; or
- 4 - Print heading and body, including Multipurpose Code.

Based upon the ET2 option selected, either the timesheets will be preprinted with the standard heading information or with the heading and prior distribution classification information. If the option selected is **2-4**, a maximum of 10 lines of distribution classification per timesheet is printed. The sources for the information are:

**Preprinted Heading** – The timesheet heading comes from the following sources:

| Data Name                      | Source of Data  |
|--------------------------------|---|
| Organization Code              | Organization Code from signon   |
| Organization Name              | D01 Descriptor Table  |
| Index                          | EM Table (code following the 'Name' field)                                      |
| Index Name                     | Index Code Table  |
| Employee or Group Name         | EM Table  |
| Position Number                | EM Table  |
| Employee Number                | EM Table  |
| Pay Period Year and Month      | D46 Descriptor Table (based upon the fiscal month option in the report request) |
| Class Title                    | EM Table  |
| Work Week Group                | EM Table  |
| Monthly Salary Rate            | EM Table  |
| Pay Period Start and End Dates | D46 Descriptor Table (based on the fiscal month option in the report request)   |

**NOTE:** If any of the optional EM Table data is left blank, those data will not appear on the preprinted timesheet form.

**Preprinted Body** – Options **2-4** also preprints the following information from the prior month's keyed timesheets:

| Data Name                                | Data Codes   |
|--|--|
| Default code                             | 1- Default to the Home Base accounts<br>0- Charge the timesheet accounts   |
| Hour Type                                | Only the following hour types are pre-printed:<br><b>0009</b> - Regular<br><b>1008</b> - Overtime<br><b>2007</b> - Shift differential<br><b>3006</b> - Shift differential overtime |
| Index                                    |  |
| PCA                                      |  |
| PCA Activity                             |  |
| Agency Object                            |  |
| Project/Work Phase                       |  |
| Location (Option <b>3</b> only)          |  |
| Multipurpose Code (Option <b>4</b> only) |  |

The *FM* Report Period in the Report Request Detail Screen is used to select the Pay Period that will appear on the timesheets. The options are:

**CM** - Prints the timesheet with the current calendar month as the Pay Period (i.e., timesheets requested any time during the month of August with the **CM** option will reflect the *August* Pay Period); and

**NM** - Prints the timesheet with the next calendar month as the Pay Period (i.e., timesheets requested any time during the month of August with the **NM** option will reflect the *September* Pay Period).

### Request Activation of the ET2 (optional)

To activate the ET2 report on the Report Request Selection Screen, contact the CALSTARS System Support Unit using e-mail: **CALSTARS@dof.ca.gov**, or FAX a CALSTARS 90 Form to the System Support Unit. See Volume 2, Chapter 3, Client Services, for the telephone number and/or address.

## Timesheet Purge

The prior fiscal year timesheet purge process is run automatically on the last processing day of October each year to give agencies time to make adjustments, i.e., adjusted timesheets. Records entered into CALSTARS before August 1st of the new year are purged. For example, timesheet records entered between July 1, 2004 and July 30, 2005 for the prior year are purged when the purge process is run on the last processing day of October 2005.

Purged timesheets may or may not have been fully cost allocated and fund split. Transactions generated from timesheets cannot be used as the base for distributing costs in a *prior fiscal year*.

### Time Sheet – File Purge Listing

The CSB525-1, Time Sheet – File Purge Listing, shown in Exhibit VI-4-7, is generated by the timesheet purge process. The report contains only those timesheets that were purged by the process.

This report displays purged records in the sequence of:

- ✧ Position Number;
- ✧ Employee Number;
- ✧ Timesheet year and month; and
- ✧ Page number.
- ✧ the report on October 31, 2005

Exhibit VI-4-7

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CSB525-1 *****
                                DEPARTMENT OF AIR QUALITY
                                CALSTARS      T S - F I L E   M A I N T E N A N C E   REPORT
10/31/2001 (08:53) *****
                                T I M E   S H E E T - F I L E   P U R G E   L I S T I N G
*****
-----RECORD KEY-----
POS-NO      EMP NO/NAME  YR MO PAGE  AVG  HOURS  DIST-HRS  UNDIST-HRS  TYPE HB INDX  PCA  ACTV  PROJ  WP AO  LOC  MP-CODE
XXX-XXX-XXX-XXX  XXX-XX-XXXX  XX XX XX   X XXXXX.XX XXXXX.XX XXXXX.XX  XXXX X  XXXX  XXXXX XXXX XXXXXX XX XX XXXXXX XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
999-99-9999  99 06 01      80.00      . 0      80.00  REG N      11111      123456789123
JOHN DOE      0.39      . 0      0.39  REG Y
57.00      . 0      57.00  REG Y      123456789123

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